

**All Saints Church, ANYTOWN Tower and bells**  
**– Check list and records**  
**Quarterly and Annual Inspections for: 2020**



*This combined check list and record sheet aims to help those checking a tower and its bells, to record their findings and actions. Companion documents offer more detailed information for those requesting advice [1] on bells and their towers, or for those providing such advice [2].*

*A separate document [3] indicates what a detailed survey of the tower and bells could include, but such a survey is only likely to be required infrequently and depending on what is already known. For example, perhaps as part of a Church Quinquennial inspection, in preparation of a Statement of Significance, or as part of the planning of a restoration or bell installation project.*

*In the check list below, key items are identified with a suggested frequency of checking. The level of checking will depend on the amount of ringing and when the last checks were undertaken. It is advised that even if the bells are rung rarely, then it is still good practice to check the condition of the bells, their installation and the tower periodically. Equally, it is worthwhile checking prior to an important ringing event to ensure that the risk of any incidents is minimised.*

*The forms may be customised for local use; every tower and bell installation is unique. A copy may be printed so that notes may be made during the visit. Inclusion of sketches, photos etc is especially helpful.*

*A tick is entered to show that the check has been carried out and that there is no need for further action. Where further action is required a cross is entered, with an **Action Tracking** sheet completed and appended. The information recorded is likely to include key issues and concerns, condition, cleanliness, operational effectiveness, etc, along with appropriate recommendations.*

*Items marked \* require documented periodic checks by accredited specialist contractors (via PCC).*

*The records and any reports prepared are normally distributed to key people responsible for the tower and bells, e.g. the PCC, Church Wardens and Ringers, and the actions followed up. Reporting is considered in document [2].*

*The **Action Tracking** sheets may include suggestions about who suitable people or contractors who may be able to undertake remedial work.*

*Any **hazards** or observations that may pose **risks** to people, the tower or bells are best identified very clearly. It is also recommended that the urgency for remedial work is also indicated, along with any precautions to be taken in the interim.*

References:

[1] "How to get Advice on Tower Bells: Their Condition and Maintenance",  
<https://cccb.org.uk/resources/stewardship-and-management/> Tower Infrastructure tab

[2] "Offering advice on bells and their towers", <https://cccb.org.uk/resources/stewardship-and-management/> Tower Infrastructure tab

[3] "Survey of tower and bells", <https://cccb.org.uk/resources/stewardship-and-management/> Tower Infrastructure tab

CCCBR Stewardship and Management Workgroup  
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**Quarterly and Annual Inspections for: 2020**



| TASK  | Quarter 1            | Annual              | Quarter 3     | Quarter 4     |
|---|----------------------|---------------------|---------------|---------------|
| Date of inspection  | 14 <sup>th</sup> Jan | 7 <sup>th</sup> Mar | Church closed | Church closed |
| <b>Check / test for condition, cleanliness, effectiveness, operation, etc. as appropriate</b> |                      |                     |               |               |
| Exterior tower structure  | ✓                    | ✓                   |               |               |
| Doors, access ways, security, exterior lighting   | ✓                    | ✓                   |               |               |
| * Lighting and power supplies throughout tower  | ✓                    | ✓                   |               |               |
| * Emergency lighting  | ✓                    | ✓                   |               |               |
| Stairs / ladders / handrails  | ✓                    | ✓                   |               |               |
| Intermediate doors, trapdoors, locks and latches  | ✓                    | ✓                   |               |               |
| * PAT tests of electrical appliances in date  |                      | ✓                   |               |               |
| * Fire extinguisher tests in date   |                      | ✓                   |               |               |
| * Lightning conductor, with bond to metal frame   |                      | X                   |               |               |
| Roof, gutters, drainage   | ✓                    | ✓                   |               |               |
| Ingress of water  | ✓                    | ✓                   |               |               |
| Ingress of birds, rats, mice, squirrels, vermin   | ✓                    | ✓                   |               |               |
| Windows, louvres, netting / mesh, sound control   | ✓                    | ✓                   |               |               |
| Ground floor, flooring, walls, ceiling, windows   | ✓                    | ✓                   |               |               |
| Intermediate room floor, walls, ceiling, windows  | ✓                    | ✓                   |               |               |
| Ringling room floor, walls, ceiling, windows  | ✓                    | ✓                   |               |               |
| Bell chamber floor, walls, ceiling, windows   | ✓                    | ✓                   |               |               |
|   |                      |                     |               |               |
| Spider cord, stops above head height  | ✓                    | ✓                   |               |               |
| Ropes, move to distribute wear  | ✓                    | ✓                   |               |               |
| Rope paths, pulleys, rollers  | ✓                    | ✓                   |               |               |
| Rope chutes, bosses, guides   | ✓                    | ✓                   |               |               |
| Spare ropes ready for use   | ✓                    | ✓                   |               |               |
| Ringers boxes   | ✓                    | ✓                   |               |               |
| Lubricate plain bearings  | ✓                    | ✓                   |               |               |
| Stays sound and appropriate   | X                    | ✓                   |               |               |
| Spare stays ready for use   | ✓                    | ✓                   |               |               |
| Sliders and runner boards   | ✓                    | ✓                   |               |               |
| Clappers swing and play   | ✓                    | ✓                   |               |               |
| Stable nut / fixing   | ✓                    | ✓                   |               |               |
| Clapper ties (for silent practice / checking)   | ✓                    | ✓                   |               |               |
|   |                      |                     |               |               |
| Bells   | ✓                    | ✓                   |               |               |
| Clapper movement  | ✓                    | ✓                   |               |               |
| Clapper fixing  | ✓                    | ✓                   |               |               |
| Bell bolts  | ✓                    | ✓                   |               |               |
|   |                      |                     |               |               |
| Frame structure (paint / treat every 10 years)  | ✓                    | ✓                   |               |               |
| Frame bolts   | ✓                    | ✓                   |               |               |
| Frame stability   | ✓                    | ✓                   |               |               |

|   |   |   |  |  |
|---|---|---|--|--|
| Headstock and bolts                           | ✓ | ✓ |  |  |
| Bearings and bolts                            | ✓ | ✓ |  |  |
| Wheel components and bolts                    | ✓ | ✓ |  |  |
|   |   |   |  |  |
| Clock hammer(s) and spring(s)                 | ✓ | ✓ |  |  |
| Clock hammer barring apparatus                | ✓ | ✓ |  |  |
| Chiming hammer ropes / wires and links        | ✓ | ✓ |  |  |
|   |   |   |  |  |
| Ellacombe, chiming equipment                  | ✓ | ✓ |  |  |
|   |   |   |  |  |
| <b>General</b>                                |   |   |  |  |
| Clean bell chamber                            |   | ✓ |  |  |
| Clean and tidy ringing room                   |   | ✓ |  |  |
| Clean intermediate spaces, stairs             |   | ✓ |  |  |
| Remove rubbish                                | ✓ | ✓ |  |  |
|   |   |   |  |  |
| <b>Other items:</b>                           |   |   |  |  |
| Simulator                                     | ✓ | ✓ |  |  |
| Teaching aids                                 | ✓ | ✓ |  |  |
| Information for ringers                       | ✓ | ✓ |  |  |
| Information about ringing for church visitors | ✓ | X |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |

Sketch / picture of .....

Names of people undertaking checks:

| Name                | Email       | Phone        | Authorship           |
|---------------------|-------------|--------------|----------------------|
| Jo Brown            | XXX@WWW.XYZ | 012345 67890 | Author               |
| F H (Church Warden) | YYY@XXX.XYZ | 016789 01234 | Co-author / reviewer |
|                     |             |              |                      |
|                     |             |              |                      |

Document reference: All Saints, Anytown JB FH twr chks 2020    Version: 2 (final)

Copies to: Authors

PCC Secretary for all members  
Church Wardens (F H, PW, AB)  
Revd C Jones, Incumbent

CCCBR Stewardship & Management Workgroup  
v1    January 2021



**All Saints Church, ANYTOWN Tower and bells  
Action Tracking Form**

|  |                     |                   |
|--|---------------------|-------------------|
| Inspection Item: <b>Item 1</b>   | Date Action Raised: | Date Completed:   |
| <i>Check stays for looseness and cracks</i>  | <b>19/01/2020</b>   | <b>21/01/2020</b> |
| <p><i>Noted cracking on bell #5 stay.</i></p> <p><i>New stay fitted, replacement spare made.</i></p> |                     |                   |

Names of people undertaking checks:

| Name                       | Email              | Phone               | Authorship                  |
|----------------------------|--------------------|---------------------|-----------------------------|
| <b>Jo Brown</b>            | <b>XXX@WWW.XYZ</b> | <b>012345 67890</b> | <b>Author</b>               |
| <b>F H (Church Warden)</b> | <b>YYY@XXX.XYZ</b> | <b>016789 01234</b> | <b>Co-author / reviewer</b> |
|                            |                    |                     |                             |
|                            |                    |                     |                             |

Document reference: **All Saints, Anytown JB FH twr chks 2020**    Version: 3 **(Item 1)**

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**Action Tracking Form**

|  |                     |                        |
|--|---------------------|------------------------|
| Inspection Item: <b>Item 2</b>   | Date Action Raised: | <b>Date Completed:</b> |
| <i>Lightning conductor</i>   | <b>27/3/2020</b>    |                        |
| <p><i>Contractors inspection certificate shows their inspection is overdue.<br/>Bond to metal bell frame appears to be loose.<br/>Lower length of copper conductor on outside of tower is missing; probably stolen.</i></p> <p><b>Progress note</b> – 15<sup>th</sup> June 2020<br/><i>Church closed due to COVID – Church Warden (Fred) says contractors are aware and will be booked when church can be accessed</i></p> <p>23<sup>d</sup> January 2021<br/><i>Church Warden says that accredited contractor has completed the work. Ringers will check connections when they can enter the tower.</i></p> <p><b>Reminder – all periodic checks need to be completed before ringing restarts</b></p> |                     |                        |

Names of people undertaking checks:

| <b>Name</b>                | <b>Email</b>       | <b>Phone</b>        | <b>Authorship</b>           |
|----------------------------|--------------------|---------------------|-----------------------------|
| <b>Jo Brown</b>            | <b>XXX@WWW.XYZ</b> | <b>012345 67890</b> | <b>Author</b>               |
| <b>F H (Church Warden)</b> | <b>YYY@XXX.XYZ</b> | <b>016789 01234</b> | <b>Co-author / reviewer</b> |
|                            |                    |                     |                             |
|                            |                    |                     |                             |

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|   |                     |                        |
|---|---------------------|------------------------|
| Inspection Item: <b>Item 3</b>  | Date Action Raised: | <b>Date Completed:</b> |
| <i>Information about ringing on church notice boards etc</i>                    | <b>27/3/2020</b>    |                        |
| <i>Information about ringing on notice board in church yard is out of date.</i> |                     |                        |
| <i>Leaflets about bells and ringing on church book stall need replenishing.</i> |                     |                        |
| <b>Progress note – 15<sup>th</sup> June 2020</b>                                |                     |                        |
| <i>Church closed due to COVID – update as appropriate when possible</i>         |                     |                        |
| <b>23<sup>d</sup> January 2021</b>  |                     |                        |
| <i>Church remains closed – church notices in place to this effect</i>           |                     |                        |

Names of people undertaking checks:

| Name                       | Email              | Phone               | Authorship                  |
|----------------------------|--------------------|---------------------|-----------------------------|
| <b>Jo Brown</b>            | <b>XXX@WWW.XYZ</b> | <b>012345 67890</b> | <b>Author</b>               |
| <b>F H (Church Warden)</b> | <b>YYY@XXX.XYZ</b> | <b>016789 01234</b> | <b>Co-author / reviewer</b> |
|                            |                    |                     |                             |
|                            |                    |                     |                             |

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